


NC COVID Workflows

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Workflows



- To handle the large numbers of events pending completion, there are workflows. As an event moves through the cycle from start to finish, it also moves through workflows
- Workflow are lists of events that all meet a specific query like "show all events that have not had their lab result marked as reviewed".
- Events in workflows have permission restrictions, so you only see those events you have permission to see.
- Events in workflows can be created via ELR or by manual entry.
- Any event not meeting the criteria for reporting to CDC and/or closure will be found in some workflow to ensure it is not lost to further action.

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Workflows



- Most columns in most workflows are sortable ascending or descending. Simply click on the column name and look for the up or down arrow. In the example below, sorting with the arrow 'down' gives all events in this workflow in most recent update order.

Event	CLASSIFICATION	Classification	Name	Status	Create Date	Disease	Last Update	Jurisdiction
157600078	COVID Test	Open	06/02/2020	Cornelius (COVID-19)	06/02/2020	Wake County		

- Most workflows also have the filter capability so if you need to narrow your results, you can filter them by criteria equal to the column headers of the workflow. In the example below, the filter searched the workflow for only events for Wake county.

Event	CLASSIFICATION	Classification	Name	Status	Create Date	Disease	Last Update	Jurisdiction
157600078	COVID Test	Open	06/02/2020	Cornelius (COVID-19)	06/02/2020	Wake County		

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Workflows to Review

- Events missing the first group in the Investigation Trail section of the Administrative package will be in the **LHD Acknowledgement Needed workflow**. To correct, add the correct county Group in the first block.

Workflow Queues (Hide empty workflows)

Workflow Queue

A. General

Workflow Queue	Category	Description
LHD Acknowledgement Needed	A.	Acknowledge the event by updating the first group in the investigation trail (not admin trail) with the name of the owning jurisdiction

Investigation Trail (Add a new entry for each group to which the event transfer)

1/1/2021 Add New

Group: You cannot change your group selection unless you clear this entry by clicking the Date Assigned field.

Select the reason for the assignment/reassignment: Original/Initial Assignment

Authorized Reporter: Confirmed

Classification status: Confirmed

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Workflows to Review

- All new labs (ELR or manually entered) cause an event to fall into one of the **C.1 LOCAL Lab result review required workflows**. These workflows are the best indicator of new labs that occur on events; either new events or previously created events. To remove an event, review the lab, confirm the event is assigned correctly to the county of residence, with the correct classification status, and acknowledge.

C.1 CD Lab Review Workflows

LOCAL - Lab result review required

C.1 CD Lab Review Workflows

Review needed for lab results. After review, select the event and click on "marked as reviewed locally" tab below.

Event	CLASSIFICATION	Classification
COVID_106237644	Confirmed	Confirmed
COVID_106237640	Confirmed	Confirmed
COVID_106237614	Confirmed	Confirmed

Mark as Reviewed Local

Workflows Dashboard Help

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Workflows to Review

- Any event that has an LHD group in the Investigation Trail and currently has the Reason for assignment field set to "Original/Initial Assignment" will also be in one of the **C. 2 Event Classification Status: 1. Original Assignment workflows**. Events remain here while the LHD works them, until they are ready to be assigned to the State or another LHD group if the person's residence of diagnosis is determined to be another county.

C.2 CD Review and Approval Workflows

Event Classification status: 1. Original Assignment

Category	Description
C.2 CD Review and Approval Workflows	This workflow contains events initially assigned to your group. To clear, reassign once investigation is completed and ready to submit to state or other LHD group.

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Workflows to Review

- Events where one LHD has transferred the event to another LHD can be found in the **Event Classification status: 2. LHD to LHD Transfer**

C2 CD Review and Approval Workflows
Event Classification status: 2. LHD to LHD Transfer

Category	Description
C2 CD Review and Approval Workflows	This workflow contains events assigned to your group by another LHD group. To clear, reassign once investigation is completed and ready to submit to state or other LHD group.

1. Different counties investigating this event, the county of assignment must share this event.
If patient is not in NC, indicate, enter the NC investigating county name.
If NC County of residence for the Event:

2. Date Assigned/Reassigned:
If Group: You cannot change your group selection unless you clear this entry by reassigning the LHD assigned.
If Date: The reason for the assignment/reassignment:
Authorized Reporter:
All Classification status:
Notes:

3. County of Residence for this Event:
If patient is not in NC, indicate, enter the NC investigating county name.
If NC County of residence for the Event:

4. Date Assigned/Reassigned:
If Group: You cannot change your group selection unless you clear this entry by reassigning the LHD assigned.
If Date: The reason for the assignment/reassignment:
Authorized Reporter:
All Classification status:
Notes:

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Workflows to Review

- If the State has returned the event to the Region for any reason, the event will fall into the workflow **Event Classification status: 3. Reassign to LHD from State** with the expectation that the region will update and return to the State.

C2 CD Review and Approval Workflows
Event Classification status: 3. Reassign to LHD from State

Category	Description
C2 CD Review and Approval Workflows	This workflow contains events assigned back to your LHD group by the State for investigation information. To clear, reassign once investigation is completed and ready to submit to state.

1. Date Assigned/Reassigned:
If Group: You cannot change your group selection unless you clear this entry by reassigning the LHD assigned.
If Date: The reason for the assignment/reassignment:
Authorized Reporter:
All Classification status:
Notes:

2. Date Assigned/Reassigned:
If Group: You cannot change your group selection unless you clear this entry by reassigning the LHD assigned.
If Date: The reason for the assignment/reassignment:
Authorized Reporter:
All Classification status:
Notes:

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Tasks (Optional)

NCEDSS has the capability of assigning tasks on events to help manage user workloads

Tasks can be assigned through some workflows and through any events

If your LHD would like to use tasks, please contact the TATP Nurse or Help Desk for further instruction


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Workflows to Review


- Returning to the **C.1 LOCAL Lab result review required** workflows, these workflows allow a user to assign a task directly from the workflow.

C.1 CD Lab Review Workflows
LOCAL - Lab result review required

- The event must be checked and then a task can be assigned to a user and/or a group prior to acknowledging the event.



- Once the event is assigned a task, the event can be found in Task workflows



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Workflows to Review

- Your LHD may or may not use Tasks. If they do, you can see Tasks for the Groups you have as well as Tasks directly assigned to you.

Task Specific Monitors (Add Task)

Task Specific Monitors (Add Task)	
1. My Overdue Tasks	0 (0)
4. My Open Tasks	1 (1)
5. My Groups' Open Tasks	4913 (0)
6. Overdue Tasks Created by Me	0 (0)
7. Open Tasks Created by Me	1 (1)
8. Completed Tasks Created by Me (less than 30 days old)	0 (0)

4. My Open Tasks (Online)

Type	Description	Status	Created By	Last Update	Event	Disease	Assigned To	Assigned To Group
Workload Distribution	LOCAL - Lab result review required - Waik	Pending	Christy Crowley	01/26/2021	COVID_19771423 Case	Coronavirus (COVID-19)	Christy Crowley	

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Workflows to Review

- From either the Tasks workflow or the Tasks tab in the event, you can click the Task to create, update, and close.

Task Information

Event: COVID_19771423 - Coronavirus (COVID-19) - Fake G4

Type: Workload Distribution

Status: **Completed**

Created By: Christy Crowley

Create Date: 01/26/2021

Last Update: 01/26/2021

Priority: Medium

Assigned Date: 01/26/2021

Due Date: 01/26/2021

Start Date: 01/26/2021

Complete Date: 01/26/2021

Description: LOCAL - Lab result review required - Waik

Notes:

Task Attachment: Choose File | No file chosen

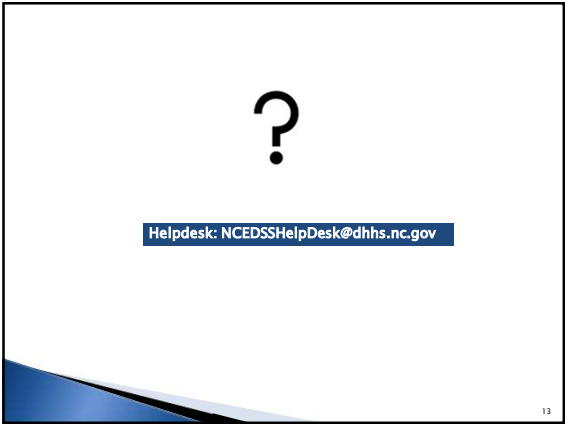
Assign to user: Christy Crowley [search]

Assign to group:

Save Cancel Help

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